

# STRATHNAIRN COMMUNITY BENEFIT FUND

## DIRECTOR/TRUSTEE ROLE PROFILE



### OVERVIEW

The Strathnairn Community Benefit Fund (SCBF) is a Charity (therefore requiring Trustees) and a Company Limited by Guarantee (therefore requiring Directors). By becoming a Member of the Board you would be both a Trustee and a Director. SCBF's governing documents ("Articles of Association") lay out the duties of both under the relevant legislation<sup>1</sup>.

The Board is a formal body of volunteers elected by the members for the specific purpose of ensuring the organisation is properly run for the benefit of the community in accordance with its governing documents. The Board should aim to reflect the diversity of the SCBF membership which, it is hoped, also reflects the diversity of those living in the Strathnairn area. It is expected that all Board Members are well informed about and take a healthy interest in community issues and activities and are committed to ensuring SCBF makes a real difference to the community.

Board Members are recruited through a due process as defined in SCBF's governing documents. Board Members are expected to serve up to four years.

At each AGM, the Board will elect one of its Board Members to be the Chair and any office bearer positions that may be deemed necessary at the time.

The following list outlines what is expected generally of SCBF Board Members:

#### **Key tasks and areas of responsibility:**

- Ensure SCBF complies with its governing documents and other relevant legislation.
- Ensure SCBF pursues its objectives and uses its resources for these ends.
- Contribute actively to the Board such as: giving firm direction; setting overall policy, defining goals; and evaluating performance.
- Safeguard the good name and values of SCBF.
- Declare any conflict of interest while carrying out your duties.
- Be collectively responsible for the actions of SCBF.
- Make sure SCBF is properly insured against all reasonable liabilities.

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<sup>1</sup> The Charities and Trustee Investment (Scotland) Act 2005 and the Companies Act 2006  
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- Appoint and support employees, contractors and volunteers (The SCBF doesn't currently have any employees but if this did happen in future, Directors would be responsible for this).
- Use specific knowledge or experience to help SCBF reach sound decisions.
- Attend meetings, and read papers in advance of meetings.
- Attend subcommittee meetings, participate in other tasks arising from time to time.
- Promote SCBF in relevant ways.

## **PERSON SPECIFICATION**

- Integrity.
- Commitment to SCBF and its objectives.
- Understanding and acceptance of the legal duties, responsibilities and liabilities.
- Willingness to devote the necessary time and effort to their duties.
- Strategic vision and sound judgement/ objectivity.
- Ability to work effectively as a member of a team.

### **Additional information:**

- You must be at least 16 years old to be a Trustee and Director.
- Currently the Board meets monthly on a Monday evening. However, the precise number of Board meetings may change in future years.
- This is a voluntary role but all reasonable out of pocket expenses will be met by SCBF. Such costs are expected to be kept to a minimum and be agreed by the Board in advance.
- SCBF promotes openness and transparency in its work and will make brief information about Board Members available on its website and through other promotional material.
- Members serve up to four years on the Board although vacancies may arise in between elections and will be advertised locally.
- Check out the SCBF website [www.strathnairncbf.com](http://www.strathnairncbf.com) or Facebook Page [www.facebook.com/strathnairncbf](https://www.facebook.com/strathnairncbf) for more information.
- Since SCBF is a charity and company, Board Members (Trustees and Directors) will need to be eligible to hold these positions (some people may be disqualified). For more information on this go to [www.gov.uk/guidance/charity-trustee-disqualification](http://www.gov.uk/guidance/charity-trustee-disqualification) and [www.gov.uk/company-director-disqualification](http://www.gov.uk/company-director-disqualification)
- To speak to someone in person about the role please contact Iain Hunt, Chair of the Board on 01463 772094 or the Secretary on 07858 688355.

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